

**CLAYTON PARKS AND RECREATION COMMISSION MEETING**  
**Monday, March 1, 2010**  
**The Center of Clayton - Multipurpose Room C**

**The following members were present:**

|                |                 |
|----------------|-----------------|
| Alex Berger    | Jessie Hoagland |
| Mimi Deem      | Dick Hyde       |
| Judy Goodman   | Eric Schneider  |
| Rosemary Hardy | Mark Winings    |

**Excused/Absent**

Ira Berkowitz  
Robert Kerr

*Also present:*

Patty DeForrest  
Eric Gruenenfelder

**Approval of the Minutes** – The minutes were approved pending two corrections. The corrections to the February 1, 2010 meeting minutes were made on March 2, 2010.

**Addresses from the Audience** - There were no addresses from the audience at this meeting.

**Director's Report - Financial Report through January 2010** – The January financials already show how successful the rink season has been. The revenue is \$12,000 over revenue in FY09. However, we are over \$9,000 in expenses since FY09 because of emergency repairs. There was strong usage in February. Staff has been very happy with rentals and has seen more consistency in usage since we changed open skate hours. There are no other significant changes to report.

The fields are pretty muddy right now. Mr. Gruenenfelder reported that the contractor originally said we may be able to begin practicing on the fields on April 1, but now it is likely not going to be until mid-April. We need to give the grass more time to take root. Accommodations will be made for practices before baseball starts if the fields are not ready.

BOA approved the inclusion playground contract. The plan is to break ground sometime this spring. We will be ordering parts and equipment in the first couple of weeks of March. Mr. Berger stated that part of the communication process needs to include a review of the rendering of the playground and he wants to ensure that all of the Commission members have their own copy of the rendering. Ms. DeForrest will email a copy of the rendering to the commission. Further, Ms. DeForrest told the Commission that the plans for the playground have not changed since Cunningham and Associates presented at their November meeting. Changes to the playground will not be able to be made after the equipment is ordered. The cost of the entire project is \$549,000. We received \$372,000 in grant funding for the inclusion playground. A community build day will be planned in the future.

Ms. DeForrest reported that we have two new March events this year. One is the Family Fun Expo, which is a cooperative event that will be held at the Heights on March 6. The other event is a lecture being held at Hanley Park entitled, "We Don't Know Why Pa Changed His name." Registration for this event is through OASIS. Ms. Umlauf is leading this lecture on March 12.

The annual Bunny Hop event will take place on March 27 in Oak Knoll Park.

February 28 was the last day the ice rink was open. It was a great season. On February 27 the weather was great; however on the February 28 things were pretty mushy at the rink but one of the groups renting the rink still had their party.

Mr. Gruenenfelder discussed the Facility Usage Report handout. All of the numbers in the report are from FY09. He stated that he combined length of the class and participants to make it simplistic. Therefore, when he was putting together program information he took 6 participants x 6 – if a class was 6 weeks long to determine a base number for general program usage. CSP and Hockey rentals are real estimates because they are based on attendance. There can be a 3% variance in these numbers. We do not have a staff member manning the Tennis Center at all times so there is uncounted usage time. We estimated that there are 200,000 users there each year during the season and there is definitely a lot of usage that takes place during off season time. Approximately 80,000 participants use the Shaw Park Aquatic Center each season. The usage numbers at all facilities include affiliated user usage. A lot of the usage is attributed to their events. Field #7 belongs to the Clayton School District; therefore usage numbers for this field are not included in the report.

Ms. Hoagland asked about saturation points at our facilities. Ms. DeForrest stated that we are pretty well maxed out on usage at Shaw Park Aquatic Center. Furthermore, we have not reached saturation levels at our other outdoor facilities. We definitely want to see more usage at the tennis center, especially in the afternoon hours. Ms. Hoagland stated that it would great to be able to view these numbers in a pie chart format.

**Master Plan Review: Oak Knoll Park** – Ms. DeForrest indicated that she did not think there were any controversial items in the Oak Knoll plan. The plan is made up of nine items. The consensus is to keep the feel at Oak Knoll Park more historical. We do not want to turn it into an east version of Shaw Park. It is important to keep it an open passive park.

#### Master Plan Review Topics -

1. Pond Picnic Pavilion and Stage Area Expansion / Improvements – There has been some discussion about installing a pavilion or some type of structure near the pond. Having a paved area across from the pond or adding more walkway around that area is not a high priority at this time. Electrical upgrades have been made to improve sound during Musical Nights.
2. Alternate Picnic Pavilion Location – There have been requests for us to cover the area at the north end of the park where there is already a large area of picnic tables. It is in the plan but will likely happen a few years from now. At the present time Oak Knoll Park is an open passive park; no rentals take place at the park. This is all part of its charm. People in the community bring in chairs and sit in the grass. Parks are cooler because they have more grass, so adding concrete pads and/or more structures would definitely change the ambiance.
3. Renovate Existing Comfort Station – Some enhancements have taken place. The sinks and toilets will be replaced in 2011. The restrooms open in all of our parks on April 1 and close on October 31. Ms. DeForrest stated that we are looking in to extending the season by changing the opening date to March. Currently we budget for staff to open the restrooms during the park season; therefore before we consider officially changing the season we have to look at budgetary implications.
4. Playground Surface Improvements – The playground will be resurfaced in 2012.
5. Renovate Existing Paved Pathway System – The pathway renovation project is complete.
6. Claverach Park Neighborhood Pedestrian Connection – this would be a connection from Ridgemoor. The residents were surveyed a couple of years ago and they are not interested in having a gate there because of parking concerns. These residents have there own “unofficial” way of getting in the park. Ms. DeForrest noted that this may be altered in the future because the fence they use needs to be repainted and repaired. A gate could be placed at the entrance that would have an access code on it.
7. Picnic Tables – The addition of picnic tables throughout the park will take place in selected key areas.

8. Additional Perimeter Screening of Maintenance Area – this project is complete.
9. Native Plant Garden – The Uchitelle Garden was installed 2 years ago. Further, our parks staff continually enhances the park with different plantings each year.

**Policy and Procedure Manual Update** – Mr. Gruenenfelder conducted a brief discussion about the recently updated policy and procedural manual. The last time the manual had been updated was 2002, so Mr. Gruenenfelder spent a great deal of time making the necessary updates to this manual. He reported that he reformatted it to be patterned like all City of Clayton policy and procedure manuals. The updated version he presented and distributed to the Commission was completed in March 2010. This document is primarily used by departmental staff. The major updates and changes Mr. Gruenenfelder noted are as follows:

- Park Rules – these are the same as the ones listed on the kiosk signs in the park
- Chapter 5 – Park Rentals: a category was created for large events.
- Chapter 6 – Added Affiliated user section
- Chapter 7 – This is a new chapter about program policies
- Chapters 8-14 focus on rentals and day to day operations. Recreation supervisors reviewed their specific areas
- Chapter 15-16 are Hanley House chapters that did not exist before.
- Appendixes – new ideas were pulled from some chapters and added to the appendixes.
- The italicized sentences at the top are the policies and the underlined sentences below are the procedures.
- The new appendix lists preferred vendors for attractions used in Shaw Park

It was noted that smoking policies are not listed anywhere in the manual. Mr. Berger's recommendation for consideration is to maybe find something to put into the policy and procedure document that references the no smoking ordinance. We could find some wording that another Parks and Recreation department has utilized in the past and re-word it to meet our needs. Mr. Berger's personal preference is to eliminate smoking next to youth events and playgrounds. There is definitely not a down side to putting non-smoking information in our policy and procedure manual. Further, signage would support community enforcement in or near specific parts of the park.

Our policy and procedure manual is endorsed and not approved. Mr. Gruenenfelder stated that we are held to a higher standard by having our manual endorsed by NRPA, which helps us with grants and funding. Ms. DeForrest stated that The Center of Clayton also has a Policy and Procedure Manual and the information included in the manual is also included in a user guide which is given to all of our members. These manuals can be turned into PDF files and put on the City of Clayton's website once they have been endorsed.

**Old Business / New Business** – There is no old or new business to report.

Respectfully Submitted by:

Denise Ucinski